

6th Grade Policy & Information Sheet

**Mrs. Baertlein, Mrs. Bergholz, Mrs. Caven, Mrs. Ciurlik,
Miss Reeve & Mr. Schmidt**

Introduction: Welcome to Lake Shore Middle School! This year will be filled with wonderful opportunities academically and socially. Being part of a larger group of students, switching classes and teachers each hour, and having lockers requires having more responsibility as a student. As teachers, we hope that you have a rewarding and challenging year. Our main goal will be for you to become an organized learner, employing both new and old strategies in your studies that, in turn, will allow you to be successful at Lake Shore. To help you reach peak performance, our team of teachers has agreed on some common practices. The following list of policies applies to all 6th graders on our team and will be practiced in our classrooms.

Locker Time: Students are expected to come to school, put their things in their lockers, and get their materials needed for their morning classes and then report to their homeroom. Teachers will tell students when they will be able to go to their lockers to help ensure they have the proper materials for class. Students will be expected to get all materials for classes during passing times as they are only allowed to return to their lockers if they have a pass remaining on their “pass slip”. (This slip is issued at the beginning of each quarter.) Otherwise, students may not leave the room once class has started.

Staying Organized: One of the keys to success in school is staying organized. We have a few components built into our classes that will help you to achieve this goal, if you have not acquired this skill yet.

A. **Materials for class:** Teachers will let you know what the required materials are for their class. You are expected to bring all required materials to class every day. Writing utensils need to be kept in a pencil case / zipper pouch and taken to class with you each day. All materials, assignments, papers, quizzes and tests should be kept in a folder or binder for each subject. To help you stay organized we have asked that you "color code" your materials: ELA= blue, Social Studies= green, Science= yellow, Math= red, and Related Arts= purple. **Keep all materials until you are told that you may discard your work.** You need all handouts and worksheets to study for your tests and, at times, we may not have recorded a score for which you should receive credit. The teacher will tell students when materials can be discarded.

B. **Assignment notebook:** It will be expected that you write all assignments, given in class, into your assignment notebook. You will be given class time and teacher assistance to do this. Each night it is the student's responsibility to take the assignment notebook home and share assignments and other important information with the parent or guardian. In addition, teachers may write brief notes to parents in the assignment notebooks. Students and parents can always call the teacher's voicemail or send an email with any questions or concerns.

C. **PowerSchool:** You and your parents are expected to view your grades online with a program called PowerSchool. Students and parents should check the status of assignments and assessments online that helps students become more independent and responsible for their growth and learning. More information about access to PowerSchool will be given to students and parents during the first week of school. Teachers will update PowerSchool every two weeks.

Homework: Completing daily homework is a must! By completing daily work you will become aware of any concepts with which you are having difficulty. This will allow you to receive help before the test during either study hall or outside of the school day. See the student handbook for school wide policy on cheating and plagiarism.

A. Excluding absences, all assignments are expected to be completed on time. **Students are responsible for finding out the missed work during an absence.** If there is doubt about an assignment, see the appropriate teacher for clarification. During first quarter failure to complete an assignment on time will result in a note going home for parent signature.

B. Papers turned in to your teacher need to be labeled in the upper left corner as follows:

first and last name - Period # ____
date
page and problem number

C. Homework is to be completed in pencil, and if using pen only blue or black ink should be used.

Grade Scale: The following grading scale will be used at Lake Shore Middle School.

A	93-100%	C	72-77%
A-	90-92%	C-	70-71%
B+	88-89%	D+	68-69%
B	82-87%	D	62-67%
B-	80-81%	D-	60-61%
C+	78-79%	F	0-59%

Bathroom Breaks: The restroom should be used during passing time and other breaks. Students will be allowed out of class on an emergency basis only.

Lunch/Recess: Students **must** turn in their lunch money at the **beginning** of the school day. Lunch money must be placed in an envelope with the student's name, ID number and amount of money written on the outside of the envelope. Students will not be allowed to purchase a lunch without money in their account. Parents can view lunch accounts online by visiting a website called MyNutrikids.com. Students should be in the lunchroom or on the playground on time. Any lunches, coats, boots or recess equipment must be brought down at the beginning of the period. If a student needs to see a teacher / counselor at this time, a pass is necessary.

Expectations when you enter the classroom: When you enter the classroom, you are expected to go to your assigned seat and wait for class to begin. You should not wait for the teacher to ask you to be quiet. You should take out all necessary materials needed for class and be ready to begin. If you arrive after the bell has rung without a pass, you are considered tardy. Teachers will review consequences for repeated tardiness as outlined in the Lake Shore handbook.

Personal Property: All students will respect each other's property. Students should not bring anything of great value or special importance to school. To avoid loss of materials students are expected to keep their lockers locked. Removing things from other people's lockers, desks, and folders is not permitted and will result in appropriate consequences. Consult the Lake Shore Student Handbook for further details on this rule.

Food: Food will only be consumed in the school cafeteria. There should be no open drinks, gum, or food in the lockers. The only exception is if there is a class snack or party; in the event of a party, food is permitted. Gum chewing is not permitted. Water bottles with a sports top are allowed in class. Sports drinks or drinks with sugar are NOT allowed in the classroom.

Notes: No personal notes are allowed to be written or passed during class. Your responsibility is to be listening to the teacher and taking notes on the material presented. Personal notes will be taken, possibly read or kept to show parents / other adults as to how you are choosing to spend your class time.

Standing up for yourself: It is important for students to begin to become more independent. All students have the right to come to school and get an education. If at any time a student feels as though there is someone who is not allowing them to reach their full potential, talk to the teacher or another adult.

We appreciate your support, and we are looking forward to a great start to life at Lake Shore Middle School. Keep this sheet in a safe place, as you may need to refer back to these policies during the school year.

Thank you!

Shelley Baertlein
262-238-7624
sbaertlein@mtsd.k12.wi.us

Megan Bergholz
262-238-7602
mbergholz@mtsd.k12.wi.us

Debra Caven
262-238-7614
dcaven@mtsd.k12.wi.us

Bridget Ciurlik
262-238-7603
bcicurlik@mtsd.k12.wi.us

Lucy Reeve
262-238-7601
lreeve@mtsd.k12.wi.us

Jim Schmidt
262-238-7617
jschmidt@mtsd.k12.wi.us